

7/16/69 - Mailed

Vital Records  
Annual Report

Approved For Release 2001/08/29 : CIA-RDP74-00390R000300250003-5

GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE  
**VITAL RECORDS PROTECTION STATUS REPORT**  
(PART II - RIGHTS AND INTERESTS RECORDS)

1. PROGRAM STATUS AS OF (Month, day, year)

30 June 1969

## INSTRUCTIONS

Please submit this report in duplicate to the address shown below. This report is to be filled-out for the same reporting element for which GSA Form 2034, dealing with emergency operating records, was completed.

**TO:** General Services Administration  
National Archives and Records Service  
Office of Federal Records Centers  
Washington, D.C. 20408

2. DEPARTMENT OR AGENCY

Central Intelligence Agency

3. BUREAU OR SERVICE

4. REPORT COVERS



a. TOTAL ORGANIZATION



b. OTHER (Specify)

5. ADDRESS OF REPORTING OFFICE (Number, street, city, State and code)

Washington, D. C. 20505

6.

## OVER-ALL PROGRAM STATUS

## OBJECTIVES

## CHECK ONE

COMPLETE  
(1)INCOMPLETE  
(2)

a. PLANS FOR PRESERVING RIGHTS AND INTERESTS RECORDS

X

b. APPROPRIATE RIGHTS AND INTERESTS RECORDS OF DEPARTMENT OR AGENCY EMPLOYEES PRESERVED

X

c. APPROPRIATE RIGHTS AND INTERESTS RECORDS OF PUBLIC (CITIZENRY) PRESERVED (Not Applicable)

d. APPROPRIATE RIGHTS AND INTERESTS RECORDS OF DEPARTMENT OR AGENCY PRESERVED

X

7. STATUS OF RECORDS OF MAJOR  
PARTICIPATING UNITS

COMPLETE NO.

X

INCOMPLETE NO.

8. PERCENT OF OVER-ALL PROGRAM COM-  
PLETED AND MAINTAINED CURRENT

PERCENT

100

9.

## MAJOR LOCATION(S) OF RECORDS DEPOSITORIES

(YES OR NO)

UNIT OF  
ORIGIN

ADDRESSES

SPACE  
PROTECTEDRECORDS  
COMPLETE

Classified Information

10. PROGRAM REVIEWED



a. ANNUALLY



b. SEMIANNUALLY



c. OTHER (Specify)

11. GIVE REASON(S) FOR UNCOMPLETED PROGRAM ACTIONS FOR EACH ITEM  
INCOMPLETE UNDER ITEMS 6 AND 8.12. LIST DEFINITIVE CORRECTIVE ACTIONS TO BE TAKEN THIS FISCAL  
YEAR AND INTERIM STOP-GAP MEASURES FOR EACH ITEM INCOMPLETE  
UNDER ITEMS 6 AND 8.

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13.

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LIST OF RECORDS BY GENERAL HEADINGS OR GROUPINGS

a.

RECORDING MEDIUM (Paper,  
microfilm, punch-cards, etc.)  
b.

## Classified Information

(Offices having responsibility for preserving appropriate rights and interest records of the Agency and employees, report that they are current and complete in their coverage).

Paper, microfilm,  
punch cards, tapes,  
etc.

STATINTL

STATINTL

14.

SIGNATURE

Responsible for Vital Records Program)

NAME AND TITLE (Please print)

STATOTHR

CIA Records Administration Officer

ORGANIZATION

TELEPHONE (Number) AND EXT.

GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE

**VITAL RECORDS PROTECTION STATUS REPORT**  
(PART I - EMERGENCY OPERATING RECORDS)

1. PROGRAM STATUS AS OF (Month, day, year)

30 June 1969

## INSTRUCTIONS

Please submit this report in duplicate to the address shown below. This report shall be prepared for bureau level or above and shall incorporate subordinate unit program reports before being submitted to GSA. Use plain bond paper to complete any report items.

TO: General Services Administration  
National Archives and Records Service  
Office of Federal Records Centers  
Washington, D.C. 20408

2. DEPARTMENT OR AGENCY

Central Intelligence Agency

3. BUREAU OR SERVICE

4. REPORT COVERS

☒ a. TOTAL ORGANIZATION ☐ b. OTHER (Specify)

5. ADDRESS OF REPORTING OFFICE (Number, street, city, State and code)

Washington, D. C. 20505

6. OVER-ALL PROGRAM STATUS

| OBJECTIVES   |                   |                 | CHECK ONE   |                        |
|--|-------------------|-----------------|---|------------------------|
|  |                   |                 | COMPLETE<br>(1)   | INCOMPLETE<br>(2)      |
| a. PLANS FOR PRESERVING EMERGENCY OPERATING RECORDS                    |                   |                 | X   |                        |
| b. EMERGENCY ORGANIZATIONAL AND MANNING RECORDS (READINESS) PRELOCATED |                   |                 | X   |                        |
| c. EMERGENCY SUBSTANTIVE AND PROCEDURAL RECORDS (OPERATING) PRELOCATED |                   |                 | X   |                        |
| d. RECORDS NOT PRELOCATED MARKED FOR EMERGENCY MOVEMENT                |                   |                 | X   |                        |
| e. EQUIPMENT NEEDED FOR USE OF PRELOCATED RECORDS PROVIDED             |                   |                 |   | X                      |
| 7. STATUS OF RECORDS OF MAJOR PARTICIPATING UNITS                      | COMPLETE NO.<br>X | INCOMPLETE NO.  | 8. PERCENT OF OVER-ALL PROGRAM COMPLETED AND MAINTAINED CURRENT<br>PERCENT 95 |                        |
| 9. MAJOR LOCATION(S) OF PROTECTED RECORDS                              |                   |                 | (YES OR NO)   |                        |
| UNITS OF ORIGIN  | ADDRESSES         | SPACE PROTECTED | IN, OR ACCESSIBLE TO, EMERGENCY OPERATING FACILITY                            | RECORDS IN USABLE FORM |
| Classified Information   |                   | Yes             | Yes   | Yes                    |
|  |                   |                 |   |                        |
|  |                   |                 |   |                        |
|  |                   |                 |   |                        |
|  |                   |                 |   |                        |

10. PROGRAM REVIEWED

☒ a. ANNUALLY ☐ b. SEMIANNUALLY ☐ c. OTHER (Specify)

11. GIVE REASON(S) FOR UNCOMPLETED PROGRAM ACTIONS FOR EACH ITEM INCOMPLETE UNDER ITEMS 6 AND 8.

Due to recent scientific and technologic advances the media of depositing some vital records has been changed from paper copy to magnetic tapes. However, the excessive costs of computer equipment has prohibited this Agency from procuring and maintaining duplicate machinery at relocation.

12. LIST DEFINITIVE CORRECTIVE ACTIONS TO BE TAKEN THIS FISCAL YEAR AND INTERIM STOP-GAP MEASURES FOR EACH ITEM INCOMPLETE UNDER ITEMS 6 AND 8.

This matter of funding the purchase and installation of proper technical equipment at relocation is under study.

13.

DESCRIPTION OF RECORDS AT LOCATION(S)  
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 LIST OF RECORDS BY GENERAL HEADINGS OR GROUPINGS

RECORDING MEDIUM (Paper,  
 microfilm, punch-cards, etc.)  
 b.

### Classified Information

(All Agency offices having responsibility for selecting emergency operating records report that they are current and complete in their coverage).

Paper, microfilm,  
 punch cards,  
 tapes, etc.

STATINTL

STATINTL

14.

SIGNATURE

Responsible for Vital Records Program)

NAME AND TITLE (Please print)

CIA Records Administration Officer

STATOTHR

ORGANIZATION

TELEPHONE NO. (In code) AND EXT.

17 JUN 1969

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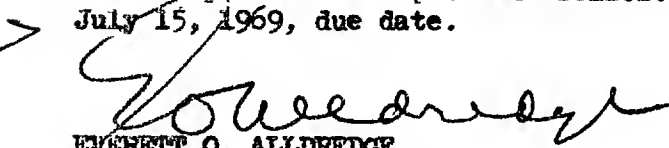
GENERAL SERVICES ADMINISTRATION  
National Archives and Records Service  
Washington, D.C. 20408

DATE : June 12, 1969  
TO : AGENCY RECORDS MANAGEMENT OFFICERS  
SUBJECT : Vital Records Protection Status Reports

Again the date approaches for submitting the annual Vital Records Protection Status Reports. The Federal Property Management Regulation, Subpart 101-11. 701.8, requires that a status report be submitted for each agency program as of June 30. The report is to be prepared on the April 1968 editions of GSA Form 2034 (Part I- Emergency Operating Records) and Form 2035 (Part II- Rights and Interests Records) and sent in duplicate to:

General Services Administration  
National Archives and Records Service  
Office of Records Management  
Center Operations Division, Room 14N  
Washington, D.C. 20408

We appreciate very much the assistance you have provided in expediting these reports in the past and solicit your help in obtaining them by the July 15, 1969, due date.

  
EVERETT O. ALLDREDGE  
Assistant Archivist for  
Records Management